# SERVICE SOLUTIONS SUCCESS



# HISTORIC LANDMARK COMMISSION MEETING MINUTES 2<sup>ND</sup> FLOOR, CITY COUNCIL CHAMBERS CITY HALL BUILDING, TWO CIVIC CENTER PLAZA AUGUST 20, 2012 4:00 P.M.

The El Paso Historic Landmark Commission held a public hearing in the City Council Chambers, 2<sup>nd</sup> Floor, City Hall Building, August 20, 2012, 4:00 p.m.

The following commissioners were present: Commissioner Jim Booher, Chair Commissioner David Berchelmann, Vice-Chair Commissioner Stephanie Fernandez Commissioner Joel Guzman Commissioner Randy Brock

The following City staff members were present:

Ms. Providencia Velázquez, Planning, Historic Preservation Officer

Mr. Tony De La Cruz, Planning, Planner

Ms. Kristen Hamilton, City Attorney's Office, Assistant City Attorney

Chair Booher called the meeting to order at 4:05 p.m., quorum present.

#### **CHANGES TO THE AGENDA**

Ms. Velázquez noted no changes to the agenda.

# I. CALL TO THE PUBLIC – PUBLIC COMMENT

None.

#### II. REGULAR AGENDA - DISCUSSION AND ACTION

Two Civic Center Plaza El Paso, TX 79901 (915) 541-4027

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# **Certificate of Appropriateness**

1. PHAP12-00018: Lots 19 and 20, Block 15, Franklin Heights Addition,

City of El Paso, El Paso County, Texas

Location: 1107 Myrtle
Historic District: Magoffin
Property Owner: NVB Electric
Representative: NVB Electric

Representative District: #8

Existing Zoning: C-4/H (Commercial/Historic)

Year Built: N/A Historic Status: N/A

Request: Certificate of appropriateness for the construction

of a new two story apartment/office building.

Application Filed: 7/09/2012 45 Day Expiration: 8/23/2012

Ms. Velázquez gave a PowerPoint presentation and explained the request was presented to commissioners at the July 23<sup>rd</sup> meeting. The applicant is seeking approval for the construction of a new two story apartment/office building with parking in the back and landscaping in the front; the lot is currently vacant. Staff revisited the design and concluded that the staircase could successfully be relocated at the rear façade. With this adjustment the Historic Preservation Office recommends **APPROVAL**, with modifications\*, of the proposed scope of work based on the following recommendations:

The Magoffin Historic District Design Guidelines recommend the following:

- Any new construction must be compatible in size, texture, color, design, proportion and detail to adjacent buildings and streetscapes.
- New structures should respect the integrity of existing buildings.
- Setbacks, proportion, rhythm, and building elements should all be addressed.
- All new construction should preserve and enhance the streetscape.
- Exterior stairs to upper floors should be relocated to the side and/or rear of a structure.

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The Secretary of the Interior's Standards for Rehabilitation recommend the following:

- New construction will not destroy historic materials, features, and spatial relationships that characterize the property.
- \* The modifications are that the stucco bands be removed from around the side and rear windows and that the stairs be relocated to the rear façade.

Commissioner Guzman asked if staff had any comments regarding the wrought iron design and/or thickness.

Ms. Velázquez responded the wrought iron is not too highly detailed and noted that, since this is new construction, it would work with the district.

Mr. De La Cruz explained he tried to contact the property owner last week; however, he was unsuccessful. He noted that the property owner was present in the audience.

Mr. James Campos, NVB Electric Company, stated he would have to look at the relocating the staircase to the rear.

Ms. Velázquez stated that due to the 45 day expiration date, commissioners would have to make a decision regarding this property today.

Mr. De La Cruz added the property owner could withdraw and resubmit the application and/or commissioners could approve the request with modifications.

Motion made by Vice-Chair Berchelmann, seconded by Commissioner Guzman to approve AND UNANIMOUSLY CARRIED TO APPROVE WITH THE MODIFICATIONS BY STAFF.

Chair Booher clarified the request is contingent on the applicant's subsequent review and adherence to commissioners' recommendations.

2. PHAP12-00023: Tracts 12-C, Block 45, Ysleta Grant, City of El Paso,

El Paso County, Texas

Location: 198 N Old Pueblo Road

Historic District: Ysleta

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Property Owner: Juan Estala Representative: Juan Estala

Representative District: #6

Existing Zoning: R-4/H (Residential/Historic)

Year Built: 1925

Historic Status: Contributing

Request: Certificate of appropriateness for the installation of

chain link fence or wrought iron at the western

property line.

 Application Filed:
 7/09/2012

 45 Day Expiration:
 8/23/2012

Ms. Velázquez gave a PowerPoint presentation and explained the applicant is seeking approval for the installation of a chain link or wrought iron fence at the western property line due to vandalism. The property owner is proposing chain link fencing or metal picket fence with mesh behind. There is chain link fencing existing on the property. Staff noted there are chain link and some metal picket fencing on other properties in the district. The Historic Preservation Office recommends **APPROVAL**, with a modification\*, of the proposed scope of work based on the following recommendations:

The Ysleta Historic District Design Guidelines recommend the following:

- Construction of new fences and replacement of older existing fences should be of compatible materials, in order to complement the building.
- Rock, brick, wood, and wrought iron are generally acceptable materials but each case should be decided individually.
- Metal or wrought iron may be used with some adobe structures.

The Administrative Review Design Guidelines recommend the following:

• Cinder block and chain link are not historic materials and are subject to review and approval by the Historic Landmark Commission.

The Secretary of the Interior's Standards for Rehabilitation recommend the following:

• Distinctive materials, features, finishes, and construction techniques that characterize a property will be preserved.

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\* The modification being that the wrought iron fence be given primary consideration for approval over the chain link fencing.

Chair Booher referred to Alternative 2 (as shown in the PowerPoint presentation) is expanded metal on wrought iron.

Commissioner Guzman asked if the applicant was okay with Alternative 2 rather than Alternative 1.

Mr. Juan Estala, property owner, explained that the lot next to his is zoned commercial; therefore, the commercial property will eventually install a rock wall. He would like to paint the fence to match the stucco on the exterior. He will bring his color choices to Ms. Velázquez for approval via Administrative Review.

Motion made by Commissioner Guzman, seconded by Vice-Chair Berchelmann AND UNANIMOUSLY CARRIED TO APPROVE PROPOSED FENCE ALTERNATIVE 2 WITH THE COLOR TO BE DETERMINED LATER THROUGH ADMINISTRATIVE REVIEW.

3. PHAP12-00024: The South 7 feet of Lot 23 all of Lot 24 and the

North 10.5 feet of Lot 25, Block 19, Sunset Heights

Addition, City of El Paso, El Paso County, Texas

Location: 1526 Lawton
Historic District: Sunset Heights
Property Owner: Julian Muñoz

Representative: Brenda Cecilia Muñoz

Representative District: #8

Existing Zoning: R-4/H (Residential/Historic)

Year Built: 1928

Historic Status: Contributing

Request: Certificate of appropriateness for the construction

of an addition at the rear of residence.

Application Filed: 7/23/2012 45 Day Expiration: 9/06/2012

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Ms. Velázquez gave a PowerPoint presentation and explained the applicant seeks approval for the construction of an addition at the rear yard. The owner wants to build an addition onto the existing addition. The proposed rear yard addition cannot be seen from the front façade; however, the proposed addition can be seen from the alley. The Historic Preservation Office recommends **APPROVAL** of the proposed scope of work based on the following recommendations:

The Magoffin Historic District Design Guidelines recommend the following:

- Any new construction must be compatible in size, texture, color, design, proportion, and detail to adjacent buildings and streetscapes.
- New structures should respect the integrity of existing buildings.
- Setbacks, proportion, rhythm, and building elements should all be addressed.

The Secretary of the Interior's Standards for Rehabilitation recommend the following:

• New construction will not destroy historic materials, features, and spatial relationships that characterize the property.

The property owner was not present.

Commissioner Fernandez wondered if the proposed addition is flush with the original structure or is it setback. She wondered if the applicant wouldn't mind utilizing a similar color as shown in the rock wall instead of white on the stucco.

Ms. Velázquez responded it is somewhat offset. Furthermore, the sliding door on the deck will not be visible from the right-of-way. She suggested a gray or brown color; she will inform the owner of the commissioner's color suggestion.

Motion made by Commissioner Guzman to approve.

Vice-Chair Berchelmann asked Commissioner Guzman if the motion included the recommendation regarding the color.

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Commissioner Guzman suggested the property owner come back for an Administrative Approval regarding the color selection.

Commissioner Fernandez felt the property owner should try to match the existing to complement it.

Ms. Velázquez clarified commissioners do not want white stucco.

Motion made by Commissioner Guzman, seconded by Commissioner Fernandez AND UNANIMOUSLY CARRIED TO APPROVE WITH THE CAVEAT THAT THE COLOR SELECTION OF THE STUCCO WILL BE APPROVED THROUGH ADMINISTRATIVE APPROVAL THROUGH THE HPO OFFICE.

4. PHAP12-00028: Lots 23 & 24, Block 100, Government Hills

Addition, City of El Paso, El Paso County, Texas

Location: 4515 Cumberland Historic District: Austin Terrace

Property Owner: Gilbert & Lisebet Robles Representative: Gilbert & Lisebet Robles

Representative District: #2

Existing Zoning: R-4/H (Residential/Historic)

Year Built: 1921

Historic Status: Contributing

Request: Certificate of appropriateness for the construction

of a rear patio, relocation of entry stairway, installation of stamped concrete at front and side

yards, and improvements to parkway.

Application Filed: 7/23/2012 45 Day Expiration: 9/06/2012

Ms. Velázquez gave a PowerPoint presentation and explained the applicants seek approval for the construction of a rear patio, relocation of entry stairway, installation of stamped concrete at front and side yards, and improvements to parkway. She explained the proposed rear patio will not be seen from the main façade. The property owners are proposing one color for the driveway and a

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different color for the walkway. Ms. Velázquez explained that although it looks like a lot of concrete there is more landscaping than concrete. She noted that after looking at other properties in the neighborhood there are properties that are level; however, the neighbors' properties are raised. The Historic Preservation Office recommends **APPROVAL**, with modifications\*, of the proposed scope of work based on the following recommendations:

The Magoffin Historic District Design Guidelines recommend the following:

- When repair or replacement of a driveway is required, the existing driveway should be replaced in kind.
- Paved areas for driveways should be kept to a minimum
- Acceptable driveway materials are concrete.
- When new landscaping is planned, it should be designed to complement the structure and the streetscape.
- New additions should be planned so that they are constructed to the rear of the property or on a non-character defining elevation.
- Additions should complement a structure but not necessarily attempt to duplicate or copy it.

The Administrative Review Design Guidelines recommend the following:

- Driveways and walks may be added as part of a landscaping plan.
- Colors should be those of natural materials.
- Grass and sod may be removed from front yards, side yards on a corner and parkways provided that not more than 50% of the area is covered with gravel or other masonry.
- Parkways may be covered with gravel, tile, brick pavers or stamped or imprinted concrete, as well as plant materials.

The Secretary of the Interior's Standards for Rehabilitation recommend the following:

- New construction will not destroy historic materials, features, and spatial relationships that characterize the property.
- \* The modifications being requested are that the driveway and walkway be tinted a matching color that is of a natural material and compatible with the building and that they not be coated with a high gloss.

Commissioner Guzman clarified the driveway will be concrete but not stamped concrete. He felt the gloss did not fit well within the district.

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Ms. Velázquez responded the property owners are proposing stamped concrete. Commissioner Fernandez noted staff has recommended approval with the modification that the driveway and walkway not be coated with a high gloss.

Mr. De La Cruz clarified the property owners had considered a concrete driveway with stamped concrete in the front yard. He noted the front yard was 44% concrete coverage versus landscape; the parkway area 12% concrete.

Based on the submitted photos, Commissioner Guzman commended the property owners for remodeling the exterior of their home.

Motion made by Commissioner Guzman, seconded by Commissioner Brock AND UNANIMOUSLY CARRIED TO APPROVE AS REVISED BY STAFF'S MODIFICATIONS.

5. PHAP12-00026: Lot 1, Block 1, Nazareth Hall Addition, City of El

Paso, El Paso County, Texas

Location: 4914 Trowbridge Historic District: Austin Terrace

Property Owner: Loretto Literary & Benevolent Association

Representative: Eugenio Mesta – ACM Designs

Representative District: #2

Existing Zoning: R-4/H/sp (Residential/Historic/special permit)

Year Built: 2002

Historic Status: Non-Contributing

Request: Certificate of appropriateness for exterior façade

improvements to include installation of new

windows and storefronts.

Application Filed: 7/23/2012 45 Day Expiration: 9/06/2012

Ms. Velázquez gave a PowerPoint presentation and explained the applicant seeks approval for exterior façade improvements to include installation of new windows and storefronts. The proposed property is a nursing home with no windows on the first floor. The applicant wants to increase the amount of living

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space in the facility and in order to do that they need window openings. The applicant is proposing windows with an awning window at the bottom. The proposed windows will not be duplicate windows as the existing but they are in keeping with what is on the property. The Historic Preservation Office recommends **APPROVAL** of the proposed scope of work based on the following recommendations:

The Administrative Review Design Guidelines recommend the following:

- The repetition of windows in the façade of a building establishes a pattern which is sensed b a person observing a building.
- Architectural elements such as windows contribute to the pattern and rhythm of historic districts. New construction and additions should maintain and reinforce the existing pattern.

The Secretary of the Interior's Standards for Rehabilitation recommend the following:

• Exterior alterations will not destroy historic materials, features, and spatial relationships that characterize the property.

Motion made by Vice-Chair Berchelmann, seconded by Commissioner Guzman AND UNANIMOUSLY CARRIED TO APPROVE AS SUBMITTED.

6. PHAP12-00027: Lots 13 and 14, Block 80, Government Hill Addition,

City of El Paso, El Paso County, Texas

Location: 4325 Hastings Historic District: Austin Terrace

Property Owner: Carlos & Patricia Aranda

Representative: Patricia Aranda

Representative District: #2

Existing Zoning: R-4/H (Residential/Historic)

Year Built: 1929

Historic Status: Contributing

Request: Certificate of appropriateness for after the fact

window replacement. New windows to be single hung vinyl windows with wood surround to match existing and installation of the roof to replace

existing asphalt roofing.

Application Filed: 7/23/2012

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45 Day Expiration: 9/06/2012

Ms. Velázquez gave a PowerPoint presentation and explained the applicants seek approval for after the fact window replacement. New windows to be single hung vinyl windows with wood surround to match existing and installation of barrel tile roof to replace existing asphalt shingle roofing. The owner has installed one over one, double hung windows with a center mullion. Staff reviewed the neighborhood and discovered other properties having the same or similar characteristics. The property owner wants to restore the structure to what is believed to be its original form; therefore, she is requesting to install one over one windows with a barrel tile roof. The proposed alterations are in keeping with the neighborhood. The Historic Preservation Office recommends APPROVAL of the proposed scope of work based on the following recommendations:

The Magoffin Historic District Design Guidelines recommend the following:

- If windows are damaged beyond repair, replacement windows should match the type, style, material, and finish of the original.
- If roofing is beyond repair, replacement materials should match the original as close as possible.
- A roof and all roofing material should be compatible with the structure.

The Secretary of the Interior's Standards for Rehabilitation recommend the following:

- The historic character of a property will be retained and preserved.
- The removal of distinctive materials or alteration of features that characterize a property will be avoided.

Chair Booher clarified that all the windows had been replaced.

Commissioner Guzman asked Ms. Velázquez regarding the stucco exterior window surround. He thought that was an interesting feature.

Ms. Velázquez thought that might have been a later modification.

Vice-Chair Berchelmann complemented the property owners for trying to restore the structure to its original form.

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Motion made by Vice-Chair Berchelmann, seconded by Commissioner Guzman AND UNANIMOUSLY CARRIED TO APPROVE AS SUBMITTED.

7. PHAP12-00028: Lots 17 to 26 (All of Block South of Alley), Block 33,

Franklin Heights Addition, City of El Paso, El Paso

County, Texas

Location: 145 N Cotton Historic District: Magoffin

Property Owner: Monastery of Perpetual Adoration Representative: Eugenio Mesa – ACM Designs

Representative District: #8

Existing Zoning: M-1/H (Manufacturing/Historic)

Year Built: 1909 Historic Status: Landmark

Request: Certificate of appropriateness for the addition of

new dining, office, visiting and kitchen areas to

existing monastery.

Application Filed: 7/23/2012 45 Day Expiration: 9/06/2012

Ms. Velázquez gave a PowerPoint presentation and explained the applicant seeks approval for the addition of new dining, office, visiting and kitchen areas to existing monastery. She noted that this request has been presented to commissioners previously, twice. She noted that, with a new architect, this request is to rework the previous request. The new architect wants to duplicate the existing cupola on top of the existing church but on a much smaller scale. Per the elevations, the height of the new building will exceed the height of the wall, the cupola will be visible from across the street; however, not as visible as the existing cupola. The new architect wants to use similar materials and use the cathedral dome as a point of reference. Ms. Velázquez noted previous elevations and designs made no reference to the fact that this is a monastery and that the new design attempts to be more ecclesiastical than the previous designs. The Historic Preservation Office recommends **APPROVAL** of the proposed scope of work based on the following recommendations:

The Magoffin Historic District Design Guidelines recommend the following:

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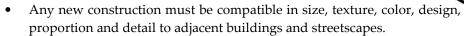
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- New structures should respect the integrity of existing buildings.
- Setbacks, proportion, rhythm, and building elements should all be addressed.
- Maintain the predominant existing building line.
- New additions should be planned so that they are construction to the rear of the property or on a non-character defining elevation.
- Additions should complement the original structure, but not necessarily attempt to duplicate or copy it.

The Secretary of the Interior's Standards for Rehabilitation recommend the following:

- New construction will not destroy historic materials, features, and spatial relationships that characterize the property.
- The new work shall be differentiated from the old and will be compatible with the historic materials, features, size, scale and proportion, and massing to protect the integrity of the property and its environment.

Commissioner Fernandez asked if the new design could be considered original since there is really no distinction between the old and the new. Her main concern pertained to the mini-cupola.

Ms. Velázquez responded this construction will not be visible from the public right-of-way. She asked if commissioners would want to recommend an alteration.

Chair Booher concurred with Commissioner Fernandez and added the cupola should complement, not mimic. He thought that there should be a clear distinction between the old and the new.

Mr. Eugenio Mesta, architect, ACM Designs, gave background information regarding the original monastery structure and the numerous additions. He explained his intent is to try to make this look more like a convent. The cupola is not a capricious solution to the problem; the intent is to enhance it. Mr. Mesta explained he is trying to enhance and help the nuns spiritually. He noted the shingles and the cupola will cost \$20,000.00.

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Commissioner Fernandez clarified the point is not to match what is existing, you want to respect the original structure and whatever is built around the structure complements it but does not pose any threat to it.

Mr. Mesta responded with the size and location of the cupola it does complement the original structure.

Commissioner Fernandez explained the proportion, scale and material are just like the original. She preferred that the cupola be removed so that the original cupola stands in its own grandeur.

Chair Booher concurred with Commissioner Fernandez, blending the old with the new, using similar materials in different ways. He felt that the challenges of the materials will provide the distinction between the old and new.

Mr. Mesta explained the brick will be completely different; additionally, nowhere else is there clay tiled roof and that will also help to make it distinctive.

Motion made by Vice-Chair Berchelmann, seconded by Commissioner Guzman AND CARRIED TO APPROVE.

AYES: Commissioners Guzman, Brock and Vice-Chair Berchelmann

**NAYS:** Commissioner Fernandez

Motion passed. (3-1)

Commissioners and staff debated the distinctive features of the cupola and material.

Commissioner Fernandez commented on the interpretation of compatibility.

8. PHAP12-00029: Lots 11 and 14, Block 5, Golden Hill Addition, City

of El Paso, El Paso County, Texas

Location: 1725 Arizona
Historic District: Independent
Property Owner: City of El Paso

Representative: Leopoldo R. Pereyra – Texas Tech University HSC

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Representative District: #8

Existing Zoning: A-O/H/sc (Apartment-Office/Historic/special

contract)

Year Built: 1929

Historic Status: Landmark

Request: Certificate of appropriateness for the installation of

a roof mountain communication antenna.

Application Filed: 7/25/2012 45 Day Expiration: 9/08/2012

Ms. Velázquez gave a PowerPoint presentation and explained the applicant seeks approval for the installation of a roof mounted communications antenna. The antenna will be mounted on the chimney. The antenna is rather small but it will be somewhat visible, depending on the angle. The antenna will be painted red to blend into the chimney. The Historic Preservation Office recommends **APPROVAL**, with a modification\*, of the proposed scope of work based on the following recommendations:

The Magoffin Historic District Design Guidelines recommend the following:

• Mechanical, electrical, and telephone equipment, as well as other obtrusive elements and/or structures, should be screened from view.

*The Secretary of the Interior's Standards for Rehabilitation* recommend the following:

- Exterior alterations will not destroy historic materials, features, and spatial relationships that characterize the property.
- \* The modification being that the proposed antenna be painted with a color to match the existing brick.

Vice-Chair Berchelmann asked if there would be any wires.

Ms. Velázquez explained connective wires will follow the roof into a window; therefore, the roof will not be penetrated. Additionally, the window itself will not be visible.

A member of Texas Tech IT Department explained the connective wire is conduit, gray in color.

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Motion made by Commissioner Guzman, seconded by Vice-Chair Berchelmann AND UNANIMOUSLY CARRIED TO APPROVE.

9. PHAP12-00030: Lot 12 Manhattan Heights All of Block (7500 Sq. Ft.),

City of El Paso, El Paso County, Texas

Location: 3200 Wheeling Historic District: Manhattan Heights

Property Owner: El Paso Independent School District

Representative: Al Anderson

Representative District: #2

Existing Zoning: R-3/H (Residential/Historic)

Year Built: N/A

Historic Status: Contributing

Request: Certificate of appropriateness for the relocation of

previously approved multipurpose building.

Application Filed: 7/24/2012 45 Day Expiration: 9/07/2012

Ms. Velázquez gave a PowerPoint presentation and explained the applicant seeks approval for a Certificate of Appropriateness for the relocation of previously approved multipurpose building. In 2009 this building was approved for construction. After reviewing the plans, the applicant realized the original location would cost them a lot of play space, basketball courts, etc. The only alteration is the location because it is the same design as was approved in 2009. Per the PowerPoint presentation, Ms. Velázquez pointed out the retaining wall, which is currently being rebuilt, is very near the proposed location of the building. The Historic Preservation Office recommends APPROVAL of the proposed scope of work based on the following recommendations:

The Magoffin Historic District Design Guidelines recommend the following:

- Setbacks, proportion, rhythm, and building elements should all be addressed.
- Maintain the predominant existing building line.
- All new construction should preserve and enhance the streetscape.

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The Secretary of the Interior's Standards for Rehabilitation recommend the following:

- New construction will not destroy historic materials, features, and spatial relationships that characterize the property.
- New additions and adjacent or related new construction will be undertaken in such a manner that, if removed in the future, the essential form and integrity of the historic property and its environment will be unimpaired.

Mr. De La Cruz explained the main façade faces Memorial Park.

Ms. Velázquez explained the applicants spoke to the Manhattan Heights neighborhood association and residents in the neighborhood and there were no objections. Furthermore, staff sent the agenda and the proposal to the neighborhood association, and, as of today, staff has not heard from them.

Chair Booher asked if the applicant will provide a sidewalk and all the amenities in terms of site improvements.

Mr. Al Anderson, EPISD, explained the building will be placed adjacent to the play courts; furthermore, the play courts will be used as the hard surface to access the school. He noted the proposed site is parkland which the EPISD is currently leasing.

Motion made by Commissioner Guzman, seconded by Commissioner Fernandez AND UNANIMOUSLY CARRIED TO APPROVE.

10. Addresses of property HLC commissioners have requested that HLC staff review or investigate and provide a report to the HLC. If no addresses are submitted in advance and listed under this agenda item, commissioners may announce such addresses under this agenda item. Discussion on property announced at this meeting will take place during the next regularly scheduled meeting. August 20, 2012 deadline for HLC members to request for agenda items to be scheduled for the September 10, 2012 meeting. September 10, 2012 deadline for HLC members to request for agenda items to be scheduled for the September 24, 2012 meeting.

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# **HLC Staff Report**

11. Update on Administrative Review Cases since the last HLC meeting for the properties listed on the attachment posted with this agenda. (See Attachment "A")

Motion made by Commissioner Guzman, seconded by Vice-Chair Berchelmann and UNANIMOUSLY CARRIED TO APPROVE THE ADMINISTRATIVE REVIEW CASES.

# Planning & Economic Development Department Reports

**12.** None.

# **Visionaries in Preservation Report**

**13.** None.

#### **Other Business**

- **14. A.** Approval of Regular Meeting Minutes for:
  - 1. June 25, 2012
  - **2.** July 23, 2012

Motion made by Commissioner Guzman, seconded by Vice-Chair Berchelmann and UNANIMOUSLY CARRIED TO APPROVE THE REGULAR MEETING MINUTES FOR JUNE 25, 2012 AND JULY 23, 2012.

**ABSTAIN:** Chair Booher, July 23, 2012 meeting minutes

**B.** Discussion of Design Guidelines for El Paso's Historic Districts.

Ms. Velázquez explained she had emailed the guidelines to commissioners for their review and comment. She asked if commissioners had reviewed them.

Commissioner Guzman responded yes. Regarding the consolidated design guidelines, he asked if it were possible to note that these are the design guidelines for only these districts: Old San Francisco, Sunset Heights, Manhattan Heights and Austin Terrace. There are other design guidelines for other districts. Regarding

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the renderings showing the footprints of the buildings in each of the historic districts he wondered if staff could update them and use GIS to add a building footprint shape file to the document.

Mr. De La Cruz responded staff does have a GIS existing footprint layer; we could do aerial maps of those.

Chair Booher responded that would be a strong complement.

Mr. De La Cruz explained staff uses these to distinguish between contributing and non-contributing. He would be a little reluctant to label the guidelines for those four specific districts. Part of the ordinance staff is rewriting is that these guidelines would be applicable to any future districts. He suggested referencing "X, Y and Z historic districts reviewed the guidelines."

Commissioner Guzman clarified these guidelines will not supersede or impact the Ysleta or Downtown Guidelines, for example.

Ms. Velázquez responded there were so many similarities among the residential historic districts that it made sense to create just one set of guidelines.

Commissioner Guzman added he does like the simplicity of not having the aerial so that you can see the vacant lots, for example.

Ms. Velázquez pointed out that staff met with many property owners in Manhattan Heights and at least one property owner from Austin Terrace. Staff sent the guidelines to property owners in Old San Francisco, who were very happy with them, and Sunset Heights. Staff tried to meet with as many people as possible to get their feedback/input. Austin Terrace wanted specific information on setbacks for new construction to ensure any new construction had the same setbacks as the adjacent properties. Manhattan Heights had great concerns regarding parkways, planting, and cementing. Staff addressed colors so if someone wants to paint a property staff asks the color be a neutral tone; however, the trim can be vibrant and different. Staff always reserves the right to send any color request to the Landmark Commission. Additionally, staff addressed windows, whereby in replacing windows property owners are requested to replace only the operable sash portions. The window frame and surround should remain

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because staff realized that there are many character defining features in the frames and window surrounds.

Ms. Velázquez requested commissioners get their comments to her as soon as possible so that they can be incorporated. At this point, staff has met with property owners and would like to take this forward to City Council.

No further comments.

Motion made by Commissioner Guzman, seconded by Commissioner Brock AND UNANIMOUSLY CARRIED TO ADJOURN AT 5:29 P.M.

Mayor John F. Cook

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City Manager Joyce A. Wilson

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